



## ADRIAN PUBLIC SCHOOLS

*Tradition of Opportunities*  
Future of Possibilities

### **Agenda**

Regular Meeting

Monday, February 27, 2023

6:00 p.m. Prairie Elementary

#### **A. Call to Order**

1. Pledge of Allegiance
2. Approval of Agenda
3. Mission Statement
4. Good News Reports
  - a. Prairie presentation
5. Communications

#### **B. Recommended Action**

1. Consent Agenda
  - a. Approval of February 13, 2023, Closed Session Minutes (hand out)
  - b. Approval of February 13, 2023, Regular Minutes
  - c. Approval of Hire-
    - i. DeeDrea McClain, Paraprofessional
    - ii. Jerrod Dillard, Graduation Coach
2. Business Requiring Board Action
  - a. Approval of revisions to board policy 4104, Employee Complaint Procedure
  - b. Approval of revisions to board policy 3213, Electronic Transactions of Funds and Automated Clearing House Arrangements
  - c. Acceptance of Donations
3. Business Requiring Future Board Action

#### **C Reports from Superintendent and Staff**

1. Lesson Plan Update

#### **D. Future Meetings and Business**

1. Board Committee Reports
2. Board Member Comments
3. Meeting Dates and Upcoming Events
  - Springbrook MS Choir, March 7, 7:00, PAC
  - You be the Chemist, March 8, 6:00, PAC
  - Kindergarten Round-Up, March 13-16, 2023
  - BOE Meeting, March 13, 2023, 6:00, AHS Cafeteria

**E. Public Comment**

**F. Closed Session**

1. IUOE- Administrative Assistants

**G. Tentative Action**

1. Approval of tentative agreement with IUOE Administrative Assistants

**H. Adjournment**

**In partnership with families and our community, Adrian Public Schools provides a quality education, challenging students to excel academically and inspiring them to become contributing citizens within our diverse, ever-changing society.**

MINUTES OF THE REGULAR MEETING OF THE ADRIAN BOARD OF  
EDUCATION, FEBRUARY 13, 2023, ADRIAN HIGH SCHOOL

**A MEETING WAS  
CALLED TO ORDER**

President Ferguson called the Adrian Board of Education meeting to order at 6:00 p.m.

The Pledge of Allegiance was recited.

**PLEDGE RECITED**

**PRESENT:** Trustees: Baucher, Ballard, Buku, Flores, Henagan, Marks, and President Ferguson

**ABSENT:** None

Moved by Trustee Ballard, supported by Trustee Buku, that the Adrian Board of Education approve the agenda.

**AGENDA APPROVED**

Motion carried by a 7-0 vote.

Trustee Buku recited the District's mission statement as a reminder of the purpose and direction of the District.

**MISSION  
STATEMENT**

Superintendent Parker recognized the Outstanding Citizens for February. The trait was determination. They were Jacob Marvin from Alexander, Liam Baker from Lincoln, Jaylianna Price from Michener, Ky Brown from Prairie, Adam Beutler from Springbrook, and Gold'Ann Mesaros-Winckles from AHS.

**GOOD NEWS  
REPORT**

8th-grade Accelerated Science students Cadence Butts, Alexis Fox, Ian Baker, and Bycen Pifer were recognized for winning the Go Launch Competition. These students experimented with Tiger moths. If the students win the next competition, their Tiger moths will be sent to space.

Superintendent Parker told the board that on March 17<sup>th</sup>, Adrian Public Schools would host the True Black History Museum. This is a traveling museum, and the founder lives in Michigan.

**COMMUNICATIONS**

The District recognized the resignation of Crystal Tucker.

Moved by Vice President Baucher, supported by Trustee Marks, that the Adrian Board of Education approve the consent agenda.

**CONSENT AGENDA**

The consent agenda included the following items:

- a. Approval of Minutes from January 23, 2023, Regular Meeting
- b. Approval of Minutes from January 23, 2023, Closed Session (hand out)
- c. Treasurer's Report ending January 31, 2023, with a balance of \$2,040,263.13
- d. Approval of New Hires, Kendall Gaydosh, Karen Maloney, and Anastasia Soto

Motion carried by a 7-0 vote.

Moved by Trustee Ballard, supported by Trustee Henagan, that the Adrian Board of Education approve the termination of Chloe Griesinger. Nikki Culley explained that per the AESPA collective bargaining agreement, if the employee's work performance is unsatisfactory at any time during the employee's probationary period, the employee may be dismissed by the Board without cause. Therefore, due to excessive absences, the District recommended the termination of Chloe Griesinger.

**EMPLOYEE  
TERMINATION**

Motion carried by a 7-0 vote.

Moved by Trustee Marks, supported by Trustee Buku, that the Adrian Board of Education accept donations from Marvin Farms, Jill Johnson, Lenawee Community Foundation, Jasmynn's Voice, Living in Lenawee, Robert Knowling Jr., and Jim and Mary Patmos.

**DONATIONS**

Motion carried by a 7-0 vote.

The first reading was held to review revisions to board policy 4104, Employee Complaint Procedure. Kathy Westfall will be part-time starting in April, and Dan Pena has been hired. This revision is needed to reflect that change.

**BOARD POLICY  
REVISIONS 4104**

The first reading was held to review revisions to board policy 3213, Electronic Transactions of Funds and Automated Clearing House Arrangements. Kathy Westfall will be part-time starting in April, and Dan Pena has been hired. This revision is needed to reflect that change.

**BOARD POLICY  
REVISIONS 3213**

Project Lead the Way continues at Adrian Public Schools. The LISD continues to partner with Adrian on this endeavor. The LISD provides funding for training, materials, and additional fees such as registration and software licenses. Springbrook Middle School students continue their courses in a rotation of Automation and Robotics and Science and Technology. In addition, the high school has Engineering, Design and Development, and Robotics as their course options.

**REPORTS FROM THE  
SUPERINTENDENT  
AND STAFF**

Superintendent Parker shared with the board progress regarding the safety grant. Adrian Public Schools has been allocated \$369,780 for safety. Projects being considered are: building mapping, building assessments, safety films for classrooms, weapons detection cameras, increased video surveillance, 2<sup>nd</sup>-floor lockdown capabilities, and additional equipment for the School Resource Officer. Superintendent Parker gave a shout-out to the Michigan Department of Education and the State of Michigan for realizing the importance of school safety.

Trustee Buku reported that the Personnel Committee had met and discussed the Assistant Principal hire at Springbrook, graduation coaches, and what was to be addressed in closed session tonight.

**PERSONNEL  
COMMITTEE**

Vice President Baucher reported that the Finance Committee had met and discussed the 23/24 school budget and items that would be addressed in the closed session tonight.

**FINANCE  
COMMITTEE**

Trustee Buku stated that he had been on the committee to hire the Assistant Principal at Springbrook Middle School. "We had five qualified individuals. I was excited about the enthusiasm Stasi had for the Maple family. She had fresh ideas. It was encouraging to have five candidates to choose from. It was fun to be a part of the interview team," stated Buku.

**BOARD MEMBER  
COMMENTS**

Trustee Buku said there are a few tickets left for the Maple Blues Blast. This year the theme is an 80's party. Buku said, "You don't want to miss it."

Moved by Trustee Buku, supported by Trustee Ballard, that the Adrian Board of Education convene to closed session at 6:36 p.m. under the Open Meetings Act 8(c) for collective bargaining.

**CLOSED SESSION**

President Ferguson called the meeting back into open session at 6:46 p.m.

**OPEN SESSION**

Moved by Trustee Buku, supported by Trustee Ballard, that the Adrian Board of Education convene to closed session at 6:47 p.m. under the Open Meeting Act 8(d) for considering the purchase or lease of real property.

**CLOSED SESSION**

President Ferguson called the meeting back into open session at 7:19 p.m.

**OPEN SESSION**

There being no further business, moved by Vice President Baucher, supported by Trustee Henagan, that the meeting be adjourned.

**ADJOURNMENT**

Motion carried by a 7-0 vote.

The meeting adjourned at 7:20 p.m.

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Beth Ferguson, President

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Mike Buku, Secretary

## **EXECUTIVE SUMMARY**

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**DATE:** February 27, 2023

**CONTACT PERSON:** Nikki Culley

### **PURPOSE:**

To recommend the hiring of a paraprofessional for Adrian High School.

### **EXPLANATION:**

Deb Agnew and her interview team recommend DeeDrea McClain as a paraprofessional. She has two (2) years of experience working as a caregiver.

### **RECOMMENDATION:**

It is the recommendation of the HR Director that DeeDrea McClain be hired as a paraprofessional effective, February 27, 2023.

## **EXECUTIVE SUMMARY**

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**DATE:** February 27, 2023

**CONTACT PERSON:** Nikki Culley

### **PURPOSE:**

To recommend the hiring of a Graduation Coach for Adrian Public Schools.

### **EXPLANATION:**

Sam Skeels and his interview team recommend Jerrod Dillard as a graduation coach for Adrian Public Schools. He has three (3) years of experience working as a Behavior Interventionist. Jerrod has a Bachelor of Arts degree in Sports Management from the University of Akron.

### **RECOMMENDATION:**

It is the recommendation of the HR Director that Jerrod Dillard be hired as a Graduation Coach effective, March 13, 2023.

## **EXECUTIVE SUMMARY**

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**DATE:** February 27, 2023

**CONTACT PERSON:** Nate Parker

### **PURPOSE:**

To approve board policy 4104, Employee Complaint Procedure

### **EXPLANATION:**

Kathy Westfall will be part-time starting in April, and Dan Pena has been hired. So this is a policy that needs to reflect that change.

### **RECOMMENDATION:**

It is the recommendation of the Superintendent that the Adrian Board of Education approve board policy 4104, Employee Complaint Procedure.



## Series 4000: District Employment

### 4100 Employee Rights and Responsibilities

#### ***4104 Employment Complaint Procedure***

This employment complaint procedure is designed to facilitate: (1) prompt notification of alleged unlawful discrimination, including unlawful Title VII sexual harassment, and retaliation; (2) a prompt and thorough investigation of good faith allegations; and (3) the implementation of appropriate corrective action, if necessary, to eliminate verified, unlawful discrimination and retaliation from the workplace.

#### A. Initiating a Complaint

1. A Board member, employee, or employment applicant who believes he/she has been the subject of unlawful discrimination, including unlawful harassment, or retaliation must timely file a complaint, preferably within 10 business days of the alleged or suspected violation or when the reporter obtained knowledge of the alleged or suspected violation, with:

NIKKI CULLEY  
785 RIVERSIDE AVE. SUITE 1, ADRIAN, MI 49221  
517-264-6645

[NCULLEY@ADRIAN.K12.MI.US](mailto:NCULLEY@ADRIAN.K12.MI.US)

OR

~~KATHY WESTFALL~~ **DAN PENA**  
785 RIVERSIDE AVE. SUITE 1, ADRIAN, MI 49221  
517-264-6647

~~[KWESTFALL@ADRIAN.K12.MI.US](mailto:KWESTFALL@ADRIAN.K12.MI.US)~~ **[DPENA@ADRIAN.K12.MI.US](mailto:DPENA@ADRIAN.K12.MI.US)**

Title IX sexual harassment complaints, including dual Title VII and Title IX harassment complaints that cannot be bifurcated, must be processed under Policy 3118.

2. A complaint against the Employment Compliance Officer(s) must be made to the Superintendent or President. A complaint against the Superintendent must be made to the President. A complaint against the President must be made to the Vice President.
3. A complaint of discrimination, including unlawful harassment, or retaliation, may be made verbally or in writing. The complaint will be memorialized on Form 4104-F.

#### B. Investigation Procedures

1. A written or verbal report (including an anonymous report) of discrimination, including unlawful harassment, or retaliation will be investigated promptly and thoroughly.

2. An impartial investigator will investigate the complaint and, if appropriate, notify law enforcement. A third-party investigator may be appointed to investigate the complaint. The investigator(s) should consult with legal counsel in appropriate cases.
3. The investigator(s) will determine the relevant and appropriate witnesses to be interviewed based on the allegations, Board policy, and the law, and use reasonable efforts to do so. In most cases, the Complainant(s) and the Respondent(s) will be interviewed. The investigator(s) should remind interviewees to maintain confidentiality to the extent permitted by law.
4. Complaints, evidence, witness statements, investigation notes, and findings will be maintained in a confidential manner and protected from disclosure to the extent permitted by law.
5. The preponderance of the evidence (i.e., more likely than not) standard of proof will be used to determine whether discrimination, including unlawful harassment, or retaliation occurred.
6. The investigator(s) may create an investigation report of factual conclusions and findings.
7. The outcome of the investigation will be reported to the Complainant(s) and the Respondent(s).

#### C. Remedies

The District will take prompt and appropriate remedial action to address substantiated instances of discrimination, including unlawful harassment, or retaliation. Remediation may include restorative practices, training, counseling, discipline, transfer, demotion, discharge, or other action as deemed appropriate.

#### D. False Complaint or False Statement

A person who knowingly files a false complaint or makes a materially false statement is subject to discipline, including discharge.

#### E. Unlawful Retaliation

Retaliation against an investigation participant is prohibited. Any person who unlawfully retaliates is subject to discipline, including discharge.

#### F. Appeal Process

A Complainant or Respondent who objects to the investigation process or findings must file a written appeal with the Superintendent within 10 business days after receiving the investigation outcome. The written appeal must cite specific objections to the investigation process or findings. If the Superintendent is the Respondent or Complainant, an appeal must be filed with the President. If the President is the Respondent or Complainant, an appeal must be filed with the Vice President.

An appeal will be forwarded to the Board or designee for consideration and action. The Board or designee, in consultation with legal counsel, will take appropriate action, generally within 30 calendar days after receipt of the appeal. A Board officer will then notify the parties in writing of the appeal decision.

#### G. Reports to State or Federal Administrative Agencies

Any person who believes that he/she was the victim of discrimination, including unlawful harassment, or retaliation may file a complaint with the Michigan Department of Civil Rights (MDCR) or the Equal Employment Opportunity Commission (EEOC) at any time:

Michigan Department of Civil Rights Capitol Tower Building  
110 W. Michigan Avenue, Suite 800  
Lansing, MI 48933  
Phone: 517-335-3165  
Fax: 517-241-0546  
TTY: 517-241-1965  
Email: MDCR-INFO@michigan.gov

Equal Employment Opportunity Commission Patrick V. McNamara Building  
477 Michigan Avenue - Room 865  
Detroit, MI 48226  
Phone: 800-669-4000  
Fax: 313-226-4610  
TTY: 800-669-6820  
Email: info@eeoc.gov

An agency complaint may be filed before, during, or after a complaint is filed with the District, or a person may forego filing a complaint with the District and rely solely on the MDCR or EEOC. The District recommends that a person who has been subjected to discrimination, including unlawful harassment, or retaliation, also file a complaint with the District to ensure that the District can take steps to prevent further discrimination, including unlawful harassment, or retaliation and to discipline the Respondent, if appropriate. The MDCR and EEOC do not serve as an appellate body for District decisions. An investigation by the MDCR or EEOC will occur separately from any District investigation.

Legal authority: U.S. CONST. amend. XIV; 20 USC 1681 et seq.; 29 USC 701 et seq.; 42 USC 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1630; 34 CFR 104, 106.8, 106.9, 110; MCL 15.261 et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted:

Date revised:

## **EXECUTIVE SUMMARY**

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**DATE:** February 27, 2023

**CONTACT PERSON:** Nate Parker

### **PURPOSE:**

To approve board policy 3213, Electronic Transactions of Funds and Automated Clearing House Arrangements.

### **EXPLANATION:**

Kathy Westfall will be part-time starting in April, and Dan Pena has been hired. So this is a policy that needs to reflect that change.

### **RECOMMENDATION:**

It is the recommendation of the Superintendent that the Adrian Board of Education approve board policy 3213, Electronic Transactions of Funds and Automated Clearing House Arrangements.

## Series 3000: Operations, Finance, and Property

### 3200 Finance and Borrowing

#### **3213 *Electronic Transactions of Funds and Automated Clearing House Arrangements***

The District may engage in electronic transactions of funds and automated clearing house arrangements in accordance with this Policy.

##### A. Definitions

1. "Automated clearing house" or "ACH" means a national and governmental organization with authority to process electronic payments, including the National Automated Clearing House Association and the Federal Reserve System.
2. "ACH arrangement" means an agreement between the originator and the receiver of an ACH transaction.
3. "ACH transaction" means an electronic payment, debit, or credit transfer processed through an ACH pursuant to an authorized ACH arrangement.
4. "Electronic transactions officer" or "ETO" means ~~the Assistant Superintendent~~ **Business Manager** or another person designated by the Board to have the rights and responsibilities of the ETO set forth in this Policy.

##### B. ACH Arrangements and Transactions

Only the ETO may enter into an ACH arrangement. The Assistant Superintendent or another employee designated by the ETO (ACH Supervisor) will be responsible for the District's ACH transactions, including payment approval, accounting, reporting, and overseeing compliance with this Policy.

##### C. Internal Auditing Controls

1. The ACH Supervisor and ETO will each separately review and approve in writing all incoming and outgoing payments. Written approvals will be retained in accordance with usual District procedures.
2. For outgoing payments, the ACH Supervisor will document:
  - a. the goods or services purchased;
  - b. the cost of the goods or services purchased;
  - c. the date of the payment; and
  - d. the department serviced by the payment.

This documentation can be contained in the District's electronic general ledger software system or in a separate report to the Board.

Legal authority: MCL 124.301 et seq.

Date adopted:

Date revised:

# EXECUTIVE SUMMARY

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**DATE:** February 27, 2023

**CONTACT PERSON:** Nate Parker

**PURPOSE:**

To accept donations from Community Members.

**EXPLANATION:**

The following donations were given to the baseball/softball seating project:

G. Richard and Kathryn Wynn donated \$5,000

Robert and Janet Frank donated \$400

Dempsey & Dempsey donated \$1,500

Gary Lautzenhiser donated \$400

**RECOMMENDATION:**

It is the recommendation of the Superintendent that the Adrian Board of Education accept these donations and thank our donors for their support.